



# Nonhlanhla Shabalala

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for any administrator job, i have four year of data capturing experience and i am a hard worker willing to learner and i like to expose myself in new challenges. I am very quick when capturing of any data, i was a data capturer for one of the biggest insurance companies, working with sales representatives doing a spreadsheet to be sent to head office for record, kept application form and keeping of client records as well, assisting client s with their policies over the phone. Computer skills, time management skills, long term insurance skills and i also have 120 credits and also have a certification for Financial and Administration services.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.10 iki 2015.03</b>
Company name	Kestrel Insurance Brokers
You were working at:	Other jobs
Occupation	Data Capture
What you did at this job position?	capturing clients information

## Education

Educational period	<b>nuo 2008.01 iki 2008.12</b>
Degree	Certificate
Educational institution	PC Training and Business College/Inseta
Educational qualification	Financial Services and Administration
I could work	for any Company

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good		very good

### Computer knowledge

Microsoft office,excel,word

### Conferences, seminars

Am currently studying towards my diploma in Financial Accounting

### Recommendations

Contact person	Thobile Mazibuko
Occupation	Broker Support Clerk
Company	Assupollife
Telephone number	0313045060
Email address	thobilem@assupol.co.za

### Additional information

Your hobbies	Watching Television Reading Running
Driver licenses	None
Salary you wish	7500.00 R per month
How much do you earn now	0.00 R per month